

Carlisle Housing Authority (CHA)
Meeting Date: October 22, 2009
Approval Date – December 10, 2009
Submitted by: Susan Stamps

Attending: Members Alan Lehotsky (Chair), James Bohn, Susan Stamps, Steve Pearlman, and Administrative Coordinator Elizabeth Barnett.

1. Call to Order 7:32 p.m.

■ Members discussed the Action Items from 9/24/09 minutes. (A) Barnett has followed up, and will do so again, with Tim Hult who is supposed to write a letter from the Selectmen to Department of Housing and Community Development (DHCD) re: extending 40B certification period to three years. (B) Barnett did contact the Chelmsford Housing Authority to see if they will handle the AAA property owner grants for the Affordable Housing Trust and they will not - therefore, Housing Trust will have to handle. (C) Barnett has spoken with area lenders re: AAA program (see below). (D) Chelmsford HA has re-drafted the proposed rental management contract - members to review at next meeting. (E) Barnett has spoken with NOAH about the Stretch Code (see below).

2. Old business.

a. Update Affordable Accessory Apartment (AAA) program.

(i) DHCD approved lease. Members discussed a lease form entitled "Lease/Occupancy Agreement" approved by the Department of Housing and Community Development (DHCD) which Barnett recently received from DHCD with a document identifier at the bottom of the first page: "Market Lease Agreement 12-05 Rev 01 07." On a motion made by Pearlman and seconded by Bohn, it was VOTED 4-0 to adopt the form as a suggested lease for AAA units.

(ii) Status of AAA deed restriction review with local lenders. Barnett reported that she spoke with senior vice presidents at Cambridge Savings Bank and Middlesex Savings Bank and with a loan officer at Wells Fargo. Generally, they had a positive response to the AAA program and liked the possibility that they might get Community Reinvestment Act (CRA) credit for loans to homeowners with AAA apartments; they will get back to her in more detail within a couple of weeks.

b. Update on Benfield Farms.

(i) Stretch Code. Barnett reported that NOAH expressed concern about additional costs if Carlisle adopts the Stretch Code (alternative more energy efficient building code). The Stretch Code will apply if goes into effect before Comprehensive Permit is issued. Barnett will try to schedule meeting between NOAH and Energy Task Force to discuss costs and funds that may be available to offset costs.

(ii) Timeline. NOAH will deliver Comp. Permit application to Zoning Board of Appeals (ZBA) tomorrow - ZBA has 180 days from filing to render decision.

(iii) Other. The CHA will apply for the electric service to the Benfield property - Barnett will check with town counsel re: will this give appearance town is the developer (which it is not). The Benfield interest list has 80 people on it; all but 4 have a Carlisle connection (either residents or family of residents). At this point, plan is for 22 subsidized units and 4 market rate (100% Area Median Income)

3. New business.

Barnett encouraged members to attend the Village Court open house is this Sunday, October 25. There are 5-7 people on the waiting list for the units. Barnett will schedule a tour of Drake Village senior housing in Arlington which uses Minuteman Elder Services, the same service group Benfield plans to use, possible date November 18.

On a motion made by Bohn and seconded by Stamps, it was VOTED 4-0 that Barnett will draft a letter to the Governor recommending approval of Carolyn Ing as Governor's appointee to the CHA.

Bohn reported on the first meeting of the Affordable Housing Production Plan (AHPP) on October 18, 2009. The group elected John Williams chair and appointed Barnett secretary. Next meeting is November 5. Barnett reported on the Citizens Housing and Planning Assn. (CHAPA) conference on supportive services that she attended recently.

4. Minutes approved. On a motion made by Bohn and seconded by Pearlman, it was VOTED 4-0 to approve the minutes of the September 24, 2009 meeting (approval of October 7, 2009 minutes deferred to the next meeting).

5. Next meeting date. Next meetings: Thursday, November 12 (no meeting November 26) and December 10 (no meeting December 24).

6. Meeting adjourned. On a motion made by Pearlman and seconded by Bohn, it was VOTED 4-0 to adjourn. Meeting adjourned at 9:05 p.m.

ACTION ITEMS

A. Barnett to follow up with senior vice presidents at Cambridge Savings Bank and Middlesex Savings Bank and with a loan officer at Wells Fargo if they have not gotten back to her with a more detailed response to the AAA program than they gave in conversations with her before the CHA's 10/22/09 meeting.

B. Barnett to try to schedule meeting between NOAH and Energy Task Force Members to discuss Stretch Code, including costs and funds that may be available to offset costs.

C. Barnett to check with town counsel to find out if CHA applying for the electric service to the Benfield property will give the appearance that the town is the developer.

D. Barnett will schedule a tour of Drake Village senior housing in Arlington which uses Minuteman Elder Services, possible date November 18.

E. Barnett to draft a letter to the Governor recommending approval of Carolyn Ing as Governor's appointee to the CHA.

From previous minutes:

A. 9/24/09 - Barnett to continue to follow up with Selectman Tim Hult re: progress on the letter he plans to write to DHCD in support of extending the 40B certification period for small towns from 2 to 3 years (promised at 9/10/09 joint meeting with Carlisle Housing Trust), with copies to Rep. Atkins, Sen. Fargo, and the list of Carlisle's "comparable towns."

B. 9/24/09 - Members to review Chelmsford Housing Authority's re-draft of the proposed contract for rental management of the AAA program.